SHAREPOINT STORAGE: WHERE THE SPACE GOES

All clients

Harbour IT

PREPARED BY
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DATE
29 Nov 2026

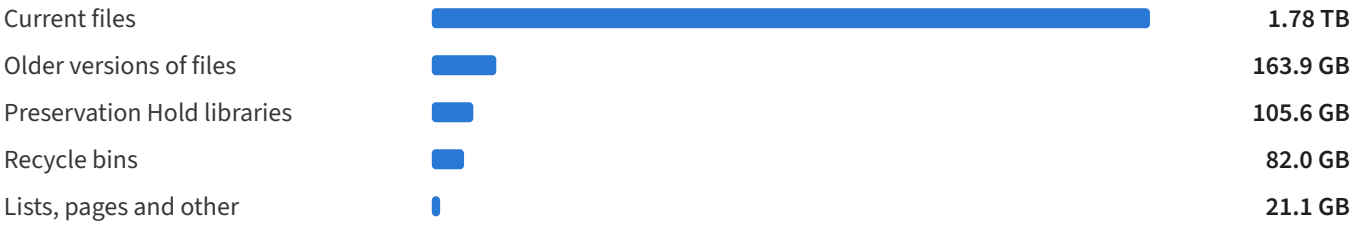
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What fills the tenant's SharePoint storage and what to clean up: sites, folders, large and old files, version history and recycle bins.

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Everything stored in SharePoint sites, by what it is. The tenant has about 1.18 TB (1 TB + 10 GB × 18 licences).

By part



Client	Part	Size	Share of storage	How to free it
Contoso Legal LLP	Current files	279.4 GB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Contoso Legal LLP	Older versions of files	24.1 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Contoso Legal LLP	Preservation Hold libraries	22.2 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Contoso Legal LLP	Recycle bins	7.0 GB	2%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Contoso Legal LLP	Lists, pages and other	4.4 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Fabrikam Dental Group	Current files	1.06 TB	83%	Archive or delete files nobody needs. See Largest files and Largest files untouched.
Fabrikam Dental Group	Older versions of files	100.0 GB	8%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Fabrikam Dental Group	Recycle bins	68.0 GB	5%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.
Fabrikam Dental Group	Preservation Hold libraries	47.0 GB	4%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Fabrikam Dental Group	Lists, pages and other	9.4 GB	Under 1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Northwind Traders	Current files	460.6 GB	84%	Archive or delete files nobody needs. See Largest files and Largest files untouched.

Client	Part	Size	Share of storage	How to free it
Northwind Traders	Older versions of files	39.8 GB	7%	Set a version limit (SharePoint admin centre, Settings, Version history limits) and trim old versions.
Northwind Traders	Preservation Hold libraries	36.4 GB	7%	Kept by a Microsoft Purview retention policy or hold. Review the policies that cover these sites.
Northwind Traders	Lists, pages and other	7.3 GB	1%	Lists, pages, site assets, and figures SharePoint hasn't updated yet.
Northwind Traders	Recycle bins	7.0 GB	1%	Empty the recycle bin and second-stage recycle bin of the largest sites. Otherwise items stay 93 days.

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